

## Tips for giving a speech

When giving a speech, consider all of these aspects:

- Voice
- Posture
- Gestures
- Eye-contact
- Rhetoric
- Arguments
- Structure

A good structure for a speech looks just like a good structure for an essay.

Three main parts:

- Introduction
- Body
- Conclusion

Each of these parts can be divided into three more parts

Introduction

- A hook
- Mention the topic or core message
- Announcement: state the three arguments you will discuss.  
(this is like the table of contents)

Body – consists of three arguments. In each argument

- State the argument,
- Explain it, and
- Illustrate it with an argument

Conclusion

- Summary of the announcements
- Repeat the core message
- The finale – a one-line statement that people will carry with them.

A few notes:

Parliamentary procedures require that you say “Thank you chair” when you start your speech.

When you introduce the three arguments, you can number them or label them or even count them on your hand.

The final one-liner is the most important part. It should be a call to action that reflects the hook used in the opening statement. It can be as easy as using three words, or it can be a rhetorical question.